

External Gradebook Absences Import

Table of Contents

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Use this TxEIS record layout to import absences from third-party grade book products.

<WRAP box>**IMPORTANT: Effective for the 2018-2019 school year:** The file layout has been changed to accommodate a two-digit track. If you attempt to import a file to TxEIS with a one-digit track in the 2018-2019 school year, you will receive message “Invalid Import File” error message.
<WRAP>

Description	Length	Position	Notes
Record Type	1	1	D = data
Campus	3	2-4	
Date	8	5-12	YYYYMMDD
Track	1	13	
Course	4	14-17	
Section	2	18-19	
Student ID	6	20-25	
Period	2	26-27	
Code	1	28	All valid absence codes; T = tardy; P = present
Teacher #	3	29-31	
Comment	49	32-80	



Back Cover